LAFAYETTE LIBRARY
AND LEARNING CENTER
FOUNDATION

LAFAYETTE LIBRARY AND LEARNING CENTER CAFÉ PROJECT
REQUEST FOR STATEMENTS OF QUALIFICATIONS AND PROPOSALS FOR A CAFÉ OPERATOR

INTRODUCTION

The Lafayette Library and Learning Center Foundation (LLLCF) is seeking the services of a high caliber and experienced operator willing to make an extended commitment to managing a café at the new Lafayette Library and Learning Center. The Library will replace an outdated existing library at a new site in the heart of Lafayette's downtown redevelopment area at one of the city's busiest intersections. The Library will be a landmark public building for the community.

The selection of the café operator will be accomplished through a review of proposal submissions conducted by LLLCF Board of Trustees in collaboration with the City of Lafayette. The selection process begins with this Request for Statements of Qualifications and Proposals being sent to all operators of food eateries in the City of Lafayette and also to those belonging to the Lafayette Chamber of Commerce.

Selection Process Schedule

July 15, 2008	LLLCF distributes Request for Statement of Qualifications and Proposals
August 15, 2008	Statements of Qualifications and Proposals are due to the LLLCF by 5 p.m.
August 18-September 12, 2008	LLLCF reviews applications and prepares a recommendation to submit to the City of Lafayette
September 15, 2008	A recommendation is submitted to the City of Lafayette for approval at the September 22, 2008 City Council meeting
September 29, 2008	All applicants are notified of the decision, and the finalist is publicly announced.

PROJECT BACKGROUND

The existing Lafayette Library was built in 1962 as part of the Contra Costa County ("County") library system, and it originally served a population of 17,800 within the unincorporated Lafayette area. Since incorporation in 1968 and with the ongoing growth of the city, the service population has increased to over 25,000. The Library today, though cramped and outdated, enjoys approximately 500 visitors per day, and attendance is anticipated to grow significantly in the new library, as it has in all other new libraries in Contra Costa County. The community has rallied with enthusiasm and generosity to say that it is time for a facility that better meets the needs and quality expectations of residents and library patrons.

After many years of citizen advocacy and City leadership, the site of the former Veterans Building at the corner of First Street and Mt. Diablo was identified for a new library. The selection of an architect, building design and features of the facility involved broad community participation. One of the elements requested by the community to be included in the library plans was a café.

LIBRARY DESCRIPTION

The Lafayette Library and Learning Center is located at the southeast corner of Mt. Diablo Blvd. and First Street in downtown Lafayette. The new library will be ready for occupancy in the fall of 2009. The building will consist of:

- a main floor library with special staff, adult, children's, teen, technology and service areas
- a café that includes outdoor patio seating
- a Homework Center and 3 small study rooms on the main floor (all available as rental space when not used by students)
- an Arts and Science Discovery Center on the floor below, also useable as rental space
- a Community Hall adjoining the library with non-cooking kitchen and small conference room (also rental space)
- a two-story garage and additional onsite parking on Golden Gate Way
- office space for LLLCF and Lafayette Arts and Science Foundation
- Lafayette Historical Society room with adjoining space for Old Betsy fire engine (fronting on Golden Gate)
- Friends of the Lafayette Library Book Room at the corner of First Street and Golden Gate Way

LLLCF AND CITY OF LAFAYETTE OPERATING AGREEMENT

The LLLCF has signed an agreement with the City of Lafayette to provide financial support for programming, hours of library operation, maintenance, and collections pursuant to the Funding Agreement between the parties. LLLCF will also handle all room rentals of the Community Hall, Arts and Science Discovery Center, and (when not used by students) Homework Center, and small study rooms. As a part of the agreements with the City, the LLLCF will also manage the contract for the café. All revenue LLLCF earns from the café will go toward the funding needs of the Library and LLLCF programs.

THE CAFÉ SPACE

The café is located in a highly visible location to the left of the main entrance to the library on Mt. Diablo Blvd. and has the following characteristics [map attached]:

- approximately 273 square feet inside and a patio for outdoor seating
- storage limited to square footage of interior café space
- premises delivered in a shell condition to be built out by operator
- all build-out improvements made at the tenant's sole expense

Café final design will be reviewed for approval by LLLCF and the City of Lafayette.

SCOPE OF SERVICES

The café operator will be responsible for the following, and will also have the opportunity to bid on catered events at the library and Community Hall:

- Submitting final blueprint design of café interior for approval by the City of Lafayette and LLLCF
- Presenting a business plan that addresses rent, utilities, and maintenance of café and shared common areas
- Acquiring necessary licenses and insurance to be the café operator
- Providing food service equipment needed to operate the café
- Hiring personnel to manage and operate the cafe
- At a minimum, operating the café during open library hours (current 40 hr./week, anticipated to increase to 58 hr./wk – M-Th 10am-9pm, F-S 10am-5pm; frequent evening events at the Community Hall)
- Working closely with County library staff, the City, and with LLLCF to ensure that the operation of the café is consistent with the longer-term objectives of all organizations
- Maintaining a clean, inviting space inside, on the patio and adjoining common areas
- Serving food in a professional and appetizing format for customers

ANTICIPATED FINANCIAL TERMS

The operator shall propose a rental fee or fee structure. This may involve payment of one or more of a fixed amount per month, share of gross receipts, payment for utilities and maintenance of common areas. LLLCF retains the rights to reject all of these approaches and reach a financial arrangement directly with the proposed leaseholder.

SELECTION CRITERIA

- Demonstrated excellence, innovation and experience in the design and operation of a food eatery
- Demonstrated ability to work with a variety of stakeholders while maintaining a high standard for food service
- Proven sensitivity to working with the City of Lafayette and/or other public entities
- Qualifications, including financial capability and strong references, of principals
- Include an estimate of the amount of rental income that will be provided to the Foundation and/or City.
- Fully articulated vision for the café's physical, service and menu features that are consistent with the City's and LLLCF's values and vision, including but not limited to::
    - A nutricious menu with diversity in choice and pricing
    - special needs access, supplies
    - financial and environmental commitment to being 'green'

SUBMITTAL OF STATEMENTS OF QUALIFICATIONS

The Statement of Qualifications and Proposals should not exceed ten (10) pages in length. A submittal package should include five (5) bound copies of the Statement, one unbound hard copy, and one electronic copy. Two sets of support material or additional information may be submitted as well.

Statements should present the qualifications in response to the selection criteria listed above, and must include all of the following:

- Operator's contact information
- Profile of operator
- Name(s) of principals
- Comprehensive list of food eateries managed by the operator and its principals
- Conceptual design of café
- Vision and plan for café
- Financial/business plan
- Financial references

Please submit Statements of Qualifications to the LLLCF no later than 5PM on August 15, 2008 to:

Lafayette Library and Learning Center Foundation
P.O. Box 1472
Lafayette, CA 94549

CONDITIONS OF THIS REQUEST

The LLLCF reserves the right to cancel the selection process or reject any or all Statement of Qualifications and Proposals submitted in response to this Request. The LLLCF does not make any representation that any agreement will be awarded to any party making a submittal in response to this Request. Finally, the LLLCF will not be liable for any costs incurred in response to this Request.